

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 20 SEPTEMBER 2002**

**CEFMS:**

a. We are continuing to test the year-end CEFMS programs. We have completed initial year-end tests on every database. We believe the tests will help reduce processing and data-related problems during the closing process. However, all activities must continue to work reconciliation problems and correct items on "show stopper" edits.

b. We are continuing to develop P2/CEFMS interface routines involving work items, labor burden rates, organization codes, purchase requests and costs.

c. We developed, tested and released a new screen to allow work item responsible employees to reassign one or more of their work items to a new responsible employee with one transaction. Prior to release of this system change, responsible employees were required to make reassignments one work item at a time using the work item create screen.

d. We tested and released a change to the asset form that is used to transfer costs from construction-in-progress (CIP) to expense accounts. The change makes it easier to transfer CIP that was inappropriately charged to a non-asset work item to the appropriate expense account.

e. We released system changes to provide additional enhancements to the asset addition and betterment (A&B) process. The changes provide a better audit trail of A&B transactions and also include new features to allow users to access detailed cost records supporting A&B placed in service transactions.

f. We fielded a new version of the Reoccurring Payment module. At the request of the Real Estate Division, the module was released to accommodate expected increased volume in the Recruiting and Family Housing programs. The new version enhances the functionality to allow contracts to have lump sum lines as well as quantities. The payment process is more flexible, allowing for differences in a monthly payment. The Reoccurring Payment process is designed to make payments on leases and the related utility and janitorial contracts.

g. We created a new function that will obtain sequential DOV (Disbursing Office Voucher) numbers used in the three Disbursing programs - Travel, Contracts and Miscellaneous Disbursements. Prior to the new function, each one of the three disbursing programs had to be run separately because the process would put a lock on the DOV number table. The new function allows the programs to be run simultaneously, resulting in timesaving in the Disbursing Division.

## **II. PROBLEM REPORTS/IMBALANCES:**

### **a. Open problem report inventory:**

	<u>This Report</u>	<u>Last Report</u>
Total Problems	825	867
Priority #1 Problem Reports	88	74
GUI Relate	0	1

Received 320 new problem reports and completed 362 problem reports.

### **b. Database Imbalances on our 61 Production Sites:**

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	41	55
One	9	2
Two	5	2
Three	3	1
Five	1	0
Six	1	0
Seven	1	0
Thirteen	0	1

### III. ACCOUNTING OPERATIONS:

#### NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	259
HUNTSVILLE	23
USACE HQ	<u>1</u>
TOTAL	283

#### DISBURSING WORKLOAD DATA:

<u>PAYMENT</u>	<u>CURRENT MONTH</u> <u>Sep 01 - 17</u>	<u>YEAR TO DATE</u> <u>Oct 01 - Sep 17</u>
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#### BY CHECK:

Checks Issued	8,732	189,643
Percent of Total	14%	17%
Dollar Amount	\$92,782,624	\$1,564,419,249

#### BY EFT:

Transfers Made	28,103	468,942
Percent of Total	86%	83%
Dollar Amount	\$587,769,871	\$9,065,926,338

### IV. OTHER UFC ISSUES:

a. Our Cash Reports Division and Review and Analysis staff have been clearing current and prior year Command Expenditure Report (CER) errors. We began the fiscal year with a balance of \$19.9 M. We cleared the final prior year CER error as of the end of August 2002. Therefore, the Corps of Engineers will begin Fiscal Year 2003 with a zero balance for prior year differences. We believe this is the first time that this has occurred for the Corps of Engineers.

b. Our Cash Reports Division has been aggressively clearing all Unmatched Disbursements (UMD) Over 120 days old ---the goal established by DoD was to have all UMD transactions over 120 days old cleared by 30 Sep 02. We believe that we will meet the goal and clear all UMD Over 120 days old prior to the fiscal year-end unless we receive recharges or chargebacks.

c. On 12 September, representatives from the UFC participated in a VTC with all USACE Real Estate offices to discuss the new business processes and CEFMS Recurring payment functionality for the Recruiting Lease and Family Housing Programs. The UFC explained the requirement to have real estate certifying officers, appointed by the commanders/directors, to certify the recurring payments in CEFMS. The UFC also agreed to host a real estate training conference in October and develop a Power Point Presentation to help train Real Estate personnel on certifying officer's responsibilities.

d. The Treasury has accelerated the due dates for Disbursing/collection Reports (Statement of Transactions (SF1220) and Statement of Accountability (SF1219). Beginning in April 2003, the Military appropriations disbursing/collection reports will be due at DFAS-IN on the first workday of the month in lieu of the third workday and the Civil disbursing/collection Reports will be due at Treasury by the third workday of the month in lieu of the fifth workday. DFAS-IN has requested we provide them the impact this changed procedure will have on the Corps of Engineers. We are developing a process for providing the reports on the due dates.

e. The Accounting Quality Division, Directorate of Administration, is revising our Standing Operating Procedure (SOP) for Non-Disaster Related FEMA work. The revision is necessary because of additional FEMA work not addressed in the current SOP. The revision will also include clarification and modifications to previous guidance on establishing non-disaster customer orders. The draft SOP will be coordinated with CERM, CECW, and USACE activities before the final version is published.

f. The Directorate of Administration is developing guidance for establishing FEMA customer orders with multiple source appropriations and customer orders for disaster preparedness missions funded with disaster response-type funds. We are discussing these issues with CECW, CERM-F, and FEMA representatives.

g. On 16 September 2002, we conducted an Automated External Defibrillator (AED) drill. The drill scenario was based on a victim who had apparently suffered a heart attack. Seven of the eight UFC Emergency React Team members arrived on the scene promptly, administered the

required assistance using the AED and CPR, and successfully revived the victim. The Naval Support Activity Mid-South safety representative, at the conclusion of the drill, conducted a lessons-learned session.

h. The Accounting Quality Division completed an audit of the UFC MWR fund. This is the second audit of the MWR fund since its inception. Significant improvements in record keeping for the fund were noted. Recommendations were made in a number of areas that needed additional improvements. The audit report is being staffed with responsible individuals. The UFC Director will determine the corrective actions needed in response to the report's findings.

i. The Resource Management (RM) Division continues to prepare for the fiscal year end closing of the UFC CEFMS database. The joint review of unliquidated obligations has been finalized. All funding accounts have been analyzed and applicable travel order balances deobligated. Final labor costs through the end of the fiscal year will be distributed 24 September 2002. Generally, Purchase Requests and Commitments and receiving reports will be recorded by 20 September. Accruals are being reviewed and recorded. The RM Division is also executing the CEFMS end of year pre-closing programs periodically to monitor the condition of the database as we approach 30 September 2002.

j. Linda Stoutenburgh provided overview CEFMS training to three DoD IG auditors. The UFC is scheduled to continue with additional SQL training at the request of the DoD IG.

k. Linda Stoutenburgh met with Dan Duncan, Terry Patton, Robin Ash, Mary Nash and others from the P2 team along with Bill Holtzman, CERM-F, and Tommy Pond, Don Forbus, and Tom Pennington from the UFC Huntsville office via conference call to discuss the P2/CEFMS issues and concerns from the August CRP-2 conference in Ft Worth. Linda stated the telephone conference call was very productive and worthwhile and will prepare a memo for the record NLT 4 October.